

DIRECTIONS ON SENDING NOAA CRATES FROM ONE VENUE TO THE NEXT MANITOULIN TRANSPORT IS THE TRANSPORT OF CHOICE. NOAA ACCOUNT NUMBER IS 028655

INSIDE ONE OF THE CRATE LIDS ARE FILLED OUT BILLS OF LADING THEY ARE RED NUMBERED AND CORRESPOND TO THE VENUES ON THE TOUR SCHEDULE ALSO RED NUMBERED

OR

INSIDE ONE OF THE CRATES IS A PLASTIC BAG CONTAINING A LADING PAD AND BOOK OF MANITOULIN TRANSPORT STICKERS

REFER TO THE NOAA TOUR SCHEDULE FOR ADDRESSES AND PHONE NUMBERS. IF ANY DOUBT CONTACT Beth Jackson OR Ted O'Connor

1/ FILL OUT THE BILL OF LADING, SIMILAR TO THE ONE ATTACHED (IF NOT ALREADY FILLED OUT) TO THE CRATES ALREADY. THIS IS WHERE THE CRATES ARE GOING NEXT.

PRINT OUT A LARGE NAME AND ADDRESS OF THE NEXT RECIPIENT AND ATTACH ONE TO EACH CRATE REMOVING THE OLD STICKERS AND ADDRESSES.

2/ THEN CALL 1800-265-1485 MANITOULIN TRANSPORT AND GIVE THEM THE STICKER BILL OF LADING NUMBER AND THE PICK UP ADDRESS AND WHEN YOU WANT IT PICKED UP.

YOU SHOULD DO THIS BEFORE THE ACTUAL DATE OF PICK UP. (AS THEY MAY BE VERY BUSY).

3/ PLACE THE NEXT LARGE NUMBERED STICKER ON THE BILL OF LADING (IF NOT ALREADY DONE), AND THE SAME NUMBERED SMALL STICKERS IN SEVERAL PLACES ON THE CRATES. WHAT YOU DON'T USE OF THAT NUMBER THROW OUT. (SO AS NOT TO CONFUSE THE NEXT SENDER)

4/ PLACE THE PAD OF BILL OF LADING AND THE PAD OF STICKERS INTO THE BLUE BAG, INTO THE CRATE FOR THE NEXT REP OR GALLERY TO USE.

5/ CONTACT THE NEXT NOAA REP THAT THE CRATES HAVE BEEN SENT AND WHEN TO EXPECT THEM

If any questions or confusion contact Ted O'Connor at tedoconnor7@gmail.com or 705-268-9667

EXERT FROM THE HANDBOOK

9.16.1. NOAA Carrier of Choice is Manitoulin Transport and NOAA has a preferred rate with this carrier.

9.16.2. The NOAA account number with Manitoulin Transport is #028655. This number is to be included on all Manitoulin Transport pro bills. When you call Manitoulin Transport (1-800-265-1485) to arrange for pickup of your crate, they will require the size and approximate weight of your crate. You need to advise them that the art work is FULLY CRATED or they will not quote on or pick up the shipment. Ask them for a rate quote and write the rate quote number on the shipping bill of lading. Request the NOAA Special Rate.

9.16.3. WHEN SHIPPING THE SELECTED SHOW PREPAID FROM ONE SITE TO ANOTHER the NOAA pays for the shipping. Ensure Manitoulin Transport staff include the NOAA account number in the PREPAID section of the pro bill. The invoices will be sent to the NOAA Treasurer for payment.

9.16.4. WHEN SENDING CLUB CRATES TO THE CONVENOR FOR JURYING, the individual club is responsible for the shipping cost both ways. Manitoulin Transport will send the invoice to the NOAA Treasurer. S/he will then send your club an invoice to reimburse NOAA for the shipping charge. Please pay this invoice as soon as possible.

9.16.5. Insurance Coverage is NOT possible so the Declared Value field must be left blank (zero\$). The shipment will be classified as 'SHIP AT SHIPPER'S RISK.' Artists submitting artwork have signed the back of the label which indicates that NOAA will not be held responsible for damage to or loss of a painting or drawing.

9.16.6. Telephone the Receiving Club and advise of shipping date and when they can expect to receive the shipment. Keep a record of where the crates were shipped and when they should be there in case there is a crate lost or the exhibition convenor doesn't receive the crate.